

Present

Bilal Ansari, Charles Bonenti, Van Ellet, Cheryl Shanks, Cathy Yamamoto (chair)

Also Present: Stephen Dravis (iBerkshires), Chris Winters (Planning Board)

Business

1. The minutes of the October 3 meeting were approved 3-0-2 (the then-absent members abstained)
2. Housing needs assessment / Market analysis
 - a. as this would be about \$10,000, three proposals rather than a formal RFP will suffice.
 - b. The letter draft was approved 5-0 with the following alterations/clarifications made
 1. the consultant should prepare a public presentation as well as a written report
 2. the contact person for questions should be who, Fohlin (town procurement officer) or Yamamoto (AHC chair)?
 - c. the three consultants identified as specializing in market analysis will be sent the letter, as will three others drawn from a wider pool, just to see what we get.
 - d. The AHTrust might or might not have approved a proposal to split the cost of the HNA-MA with us.
 - e. The Planning Board is hoping to rely heavily or exclusively on the HNA-MA as it updates the town's master plan.
3. Development consultant: the RFP or letter soliciting the development consultant whose work would follow the completed HNA should be done while that work is going on so as not to lose time.
4. Sites
 - a. Water Street: additional 21E assessment to be done by OTO will be paid for solely by us (AHC) and should take approximately 6 weeks
 - b. Lowry and others: the Conservation Commission should be aware that we will be bringing this to them. Van will bring this forward at the Oct. 11 ConCom meeting.
 - c. Both of the two requested permits for accessory apartments were denied.
5. To do
 - a. Ask Hank Art why Lowry went into conservation (full story) and try to get documents
 - b. Consider how to craft our mission statement in the context of the Trust's.

Documents consulted: draft "Request for Proposals -- Housing Needs Assessment," three-column list of consultants, draft RFP cover letter, town Master Plan of 2002.

Next meeting: November 27 (Tuesday) at 7:00 p.m.